

Job Description

Job Title:	Teacher
Employment Location:	Circle of Nations Sequoia Hall 832 North 8 th Street Wahpeton, ND 58075
Department:	Academic
Immediate Supervisor:	School Principal
Pay Status:	Exempt
Calendar Classification:	9- Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Current North Dakota Teaching Certificate, BS degree with major/minor endorsement in elementary education, and such alternative to the above qualifications as the school board may find appropriate and acceptable. Must possess a valid driver's license.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Curriculum and Instruction

- The teacher shall be responsible for developing and maintaining a classroom environment which reflects the teacher's unique talents and skills and, at the same time, meets the school's curriculum objectives within the limits of available resources.
- The teacher shall be responsible for preparation for assigned classes and providing required documentation, preparation, and implementation on request of the immediate supervisor.
- The teacher shall be responsible for providing an effective program of instruction based on the needs and capabilities of the individuals or student groups involved. This should include but is not limited to reviewing previously taught materials as needed and the presentation of new material using a variety of teaching materials and techniques and the evaluation of student progress on a regular basis.
- The teacher must correlate individual instructional objectives with the philosophy, goals, and objectives stated for the school.
- The teacher will cooperate with other members of the staff and/or district personnel in **planning** instructional goals, objectives, and methods.

Teamwork and Collaboration

- The teacher will assist in the selection of books, equipment, and other instructional materials.
- The teacher shall be responsible for planning and supervising purposeful assignments for paraprofessionals, student teachers, and/or volunteers.
- The teacher shall be responsible for establishing and maintaining a cooperative relationship with other staff members.
- The teacher will attend and participate in faculty, department, and school meetings.

Communication and Documentation

- The teacher will assess the accomplishments of students on a regular basis and provide progress reports as required.
- The teacher must be accessible to students and parents for educational related purposes outside the in-school workday, under reasonable terms.
- The teacher shall be responsible for establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress.
- The teacher shall be responsible for maintaining records as required by law, school policy, and administrative regulations.
- The teacher shall be responsible for interaction with students, school staff personnel, and the public.
- The teacher must demonstrate effective oral and written communication.

Training and Professional Growth

- The teacher must be trained in Crisis Prevention Intervention (CPI).
- The teacher shall be responsible for seeking assistance for students with special needs.
- The teacher will provide for professional growth through a continuous program of evaluations, reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

Supervision/Safety/Student Management

- The teacher will meet the assigned students at the times designated by the immediate supervisor.
- The teacher must take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- The teacher shall be responsible for assisting the administration in implementing policies and/or rules governing student conduct and developing reasonable rules for behavior. Maintains order in a fair and just manner.
- The teacher will perform other tasks and assume responsibilities of a professional nature as assigned by the superintendent/principal of the school and his/her designee.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

Employee

Date

Principal

Date